



Part-financed by the European Regional Development Fund

INTERREG IVA "2 Mers Seas Zeeën" Cross-border Cooperation Programme 2007-2013



PARTNER Financial Report Instructions

A/ COLOUR CODE

- will be calculated automatically
- must be filled in by the Project Partner representative.**
- Instructions

B/ ELIGIBILITY CRITERIA

- * **Do not remove the Excel protection. Please do not change or delete the structure and pre-filled text of the reporting form otherwise the report becomes ineligible!**
- * Please check sheets for any error messages and clear all error messages before you hand in the report.
- * All parts of the report have to be filled in.
- * Please read carefully the corresponding chapters of the Programme Guidance and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).
- * Please remember the information given by your Lead Partner.

C/ HOW TO FILL IN THE FORM ?

This report is linked to the report called "Partner Financial Report - Lists of Expenditure"

- * Please, start by select your partner number and indicate the period covered by the present report in the "**Cover sheet**"
- * Then, on the tab "**Overview Expenditure and ERDF**", you have to fill in the tables "Partner Total Eligible costs Summary" and "Partner Total Eligible costs Summary per Activity - Current Claim" (blue cells only).
Finally, please indicate information on the in-kind contribution and the origin of the Match-Funding.
Amounts indicated in this report have to be the same than those calculated in the "Partner Financial Report - Lists of Expenditure".
- * Finally, the report has to be signed both by the Partner representative and the partner first level controller.

D/ SECTIONS

You will find in the following report many sheets. Some have to be filled in by the partner financial representative, and others have to be filled in by the partner First Level controller

- **Cover sheet** has to be filled and signed by the Project Partner AND the Project Partner First Level Controller
Project Partner has to select its partner number as indicated in the project Application Form
- **Overview of the Expenditure and ERDF** Have to be filled in by the Partner Representative (blue cells)
- **FLC - Checklist** Have to be filled in and signed by the Project Partner first level controller
- **FLC certificate**
- **Submission checklist** Has to be filled in by the Project Partner

In the '**Overview of the Expenditure and ERDF**' sheet please fill in the blue cells only. The grey cells are automatically filled in.

In the **cover page** please fill in the blue cells only. This page has to be signed both by the Project Partner representative and the first level controller.

E/ SUBMISSION

Before submission, please fill in the **Submission Checklist**.

All documents listed in the Submission Checklist **must be sent to the Lead Partner**. Please do not send any additional document, unless requested to.

Please send all the **ORIGINAL AND SIGNED** documents to the Lead Partner both in paper and electronic version.

F/ CONTACT INFORMATION

If you have any questions, please do not hesitate to contact the Lead Partner of your project.



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PARTNER FINANCIAL REPORT

Progress Report number:		Reference date	--Select--
Project number :			
Project acronym:			
Project title:			
Partner number:	--Select--	Please select in the list your partner number as indicated in the project Application Form	
Partner's name:			
Lead Partner:			
Contract number:			
Period covered by the present report:	Du		au
Is the VAT recoverable?	--Select--		

*** VAT is recoverable** if you can get the VAT back from your country. In this case, the VAT cannot be refunded also by ERDF and therefore is not eligible. All claimed expenditure must be "VAT excluded".

*** VAT is not recoverable** if you cannot get the VAT back from your country. In this case, the VAT can be refunded by ERDF and therefore is eligible. All claimed expenditure can be "VAT included".

*** VAT is partially recoverable** if you can get the VAT back from your country only for specific type of costs. In this case, costs for which VAT is recoverable must be claimed "VAT excluded", and costs for which VAT is not recoverable can be claimed "VAT included".

A/ Contact Details of the person responsible for this Payment Claim

Name of Contact person	
Institution (Official name)	
Address	
Postal code	
Town	
Country	
Phone	
Fax	
E-mail	

B/ Signature of the First Level Control

As first level controller of the present project partner, I certify that
1/ I have been chosen according to the provision set by the Member State where the partner is located (I attach here the "Designation certificate")
2/ and I have performed my controls on the basis of the first level controlling system established in this State.

I validate:

- 1/ that the expenditure was incurred by the controlled project partner;
- 2/ the content of the financial component of the project partner report;

I certify that I have drafted the Control Checklist on the control performed, and I have signed the Control Certificate and the Control Checklist.

I declare that the following documentation is enclosed to this financial report:

- a/ the Control Certificate,
- b/ the Control Checklist with its findings,
- c/ the present Financial Report, and
- d/ the First Level Controller Designation Certificate.

Total eligible expenditure validated by the project partner first level controller in the present report : (in Euro)

Total ERDF amount validated by the first level controller (in EURO):

Name of first level controller:	
Date:	
Signature of first level controller:	
Official Stamp of organisation:	

C/ Signature of the project partner legal representative

The Project Partner representative certifies:
that all the information provided in the Financial Report are true and correct

Total expenditure declared by the project partner in the present report (in Euro):

Total ERDF amount claimed by the Project Partner as certified by the designated First level Controller : (in EURO)

Name of Project Partner representative:	
Date:	
Signature of the Project Partner:	
Official Stamp of the Project Partner:	



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Overview of Partner Total Eligible Expenditure & ERDF Request

Progress Report number:	0	Reference date	--Select--
Project number :	0		
Project acronym:		0	
Project title:		0	
Partner number:	--Select--		
Partner's name:			
Lead Partner:		0	
Contract number:		0	
Period covered by the present report:	Du	00/01/1900	au 00/01/1900

A/ Partner Total Eligible costs Summary

	Budget lines	Total budget (a)	Previously claimed expenditure (b)	Current claimed expenditure (c)	Total accumulated expenditure (d)=(b)+(c)	% of claimed expenditure (e)=(d)/(a)	Remaining budget (f)=(a)-(d)
1.	Partner staff costs		0,00 €		0,00 €	0,00%	0,00 €
2.	Administration costs		0,00 €		0,00 €	0,00%	0,00 €
3.	External Consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
	A. External consultants		0,00 €		0,00 €	0,00%	0,00 €
	B. Suppliers		0,00 €		0,00 €	0,00%	0,00 €
4.	Travel and accommodation		0,00 €		0,00 €	0,00%	0,00 €
5.	Equipment		0,00 €		0,00 €	0,00%	0,00 €
6.	Investment		0,00 €		0,00 €	0,00%	0,00 €
7.	Validation of expenditure		0,00 €		0,00 €	0,00%	0,00 €
	Sub-total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €
(-)	Revenues		0,00 €		0,00 €	0,00%	0,00 €
	Total eligible costs	0,00 €	0,00 €	0,00 €	0,00 €	0,00%	0,00 €

B/ ERDF Request Summary

	Total ERDF (g)	Previously claimed ERDF (h)	Grant rate % ERDF (i)	Current ERDF claim (j) = (c) x (i)	Total accumulated ERDF claimed (k)=(h)+(j)	% of claimed ERDF (l)=(k)/(g)	Remaining ERDF (m)=(g)-(k)
Total ERDF costs		0,00 €		0,00 €	0,00 €	0,00%	0,00 €

C/ Partner Total Eligible costs Summary per Activity - Current Claim

Budget lines		Preparation	Activity 1	Activity 2	Activity 3	Communication	Management & Coordination
1.	Partner staff costs						
2.	Administration costs						
3.	External Consultants & Suppliers	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
	<i>A. External consultants</i>						
	<i>B. Suppliers</i>						
4.	Travel and accommodation						
5.	Equipment						
6.	Investment						
7.	Validation of expenditure						
Sub-total eligible costs		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
(-)	Revenues						
Total eligible costs		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

D/ Contribution In Kind

	Previously declared In Kind Contribution	Current claimed in-kind Contribution	Total accumulated In-kind Contribution	% of in kind compared to the total accumulated expenditure claimed
In Kind Contribution :	0,00 €		0,00 €	0,00%



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Checklist for Submission

Have you not forgotten anything? Please check if all the documents of the list are attached to this report.

List of all attachments to this report to be sent to the Lead Partner	Attached (Y/N)
PARTNER Financial Report	-- Select --
Cover Page signed by the Legal representative and the First Level Controller	-- Select --
List of Expenditure	-- Select --
FLC Control Checklist	-- Select --
FLC Certificate of the validation of the expenditure	-- Select --
First Level Controller Designation Certificate	-- Select --
Paper and Electronic versions	-- Select --
Original version of all the documents	-- Select --